

**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**Small Agency Resource Team (SmART)**  
**HUMAN RESOURCES SPECIALIST**  
(May be under-filled at the level of Human Resources Associate)

**JOB OPPORTUNITY**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Open to the Public

**Location:** 165 Capitol Avenue, Hartford

**Job Posting No:** 4315

**Hours:** Monday – Friday (40 hours/week)

**Salary:** MP 60 - \$68,603 - \$93,544 (Human Resources Specialist)  
MP 57 - \$59,261 - \$80,808 (Human Resources Associate)  
(New hires to state service start at the minimum salary range)

**Closing Date:** July 8, 2014

The Department of Administrative Services, Small Agency Resources Team provides a full range of complex human resources support services for multiple state agencies and is seeking a candidate who has strong leadership abilities and is able to guide and assist managers, supervisors and employees in resolving human resources issues.

**Eligibility Requirement:**

Candidates must have applied for and passed the Human Resources Specialist/Associate examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. DAS is also willing to consider under filling this position at the HR Associate level.

**Examples of Duties:**

This position will be responsible for conducting fact-finding investigations into employee conduct and assisting in the preparation of OLR grievances, acting as a hearing officer at Step 1 and/or 2 grievances, conducting pre-disciplinary meetings; and will be the point of contact for union business leave matters; this position will also provide generalist human resources services within the SmART Unit and may also be involved in development of procedures, and conducting training.

**Preferred Skills & Experience:**

- Experience and ability to evaluate situations, identify options and implement effective solutions quickly and efficiently.
- Ability to be collaborative with verbal and written communications skills and be able to communicate effectively across all levels of the organization
- Experience in conducting fact-finding meetings and report writing
- Ability to use internet and web based resources, and Microsoft skills to include Word and Excel
- Ability to train staff is also desired.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position: cover letter, resume, application for employment (CT-HR-12), Three (3) pertinent professional references; candidates currently employed in state service, please submit your two most recent service ratings in lieu of references to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**165 CAPITOL AVENUE**  
**HARTFORD, CT 06106**  
**ATTN: Brenda Abele**  
**E-MAIL: [Brenda.Abele@ct.gov](mailto:Brenda.Abele@ct.gov) or Fax: (860) 622-2640**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.